Correctional Officer Applicant Information Session 2019
The Rhode Island Department of Corrections contributes to public safety by maintaining a balanced correctional system of institutional and community programs that provide a range of custodial options, supervision and rehabilitative services in order to facilitate successful offender reentry into the community upon release.
Our Philosophy

• We shall maintain safe, secure, orderly, constitutional, and humane correctional environments.

• We shall strive to provide community-based management, supervision, and intervention services for criminal offenders on probation, parole or home confinement.

• We shall demonstrate the highest ethical and professional standards in all our operations.

• We are accountable to the public for our operations. Public safety is enhanced through and shall be maintained by cooperation, open communication and partnerships with law enforcement, governmental entities, human services agencies, community leaders and members and faith-based organizations.
Our Philosophy

• We seek to **foster a spirit of teamwork, unity, and dedication.**
• We actively **strive to maintain a diverse and culturally aware** workforce.
• We shall provide staff with opportunities for **personal and professional growth** through staff development, **recognition of staff achievements**, and encouragement.
Training Academy Mission

• Responsible for the **recruitment, selection and training** of entry-level Correctional Officers.
• Responsible for the **Orientation** for all the Department’s new employees and volunteers.
• The Academy will **prepare new staff and enhance the knowledge, skills, and abilities** of experienced staff.
• Responsible for **developing and reviewing training** curriculum that will produce **highly trained, professional, and competent staff** throughout the department.
• **Development and implementation** of in-service training for all Correctional staff.
Do you have what it takes?
Correctional Officer Duties

• Safeguard the **custody and well-being** of adult inmates confined in a State Correctional Institutions

• **Supervise the conduct of and maintain order and discipline** of inmates (supervise inmates)

• **Operate devices for locking and unlocking** security doors, cells, close custody facilities and be accountable for all keys used for these purposes (maintain security)

• **Exercise constant vigilance** to observe any unusual activities or movements of individuals or groups indicative of attempted escape, riot, strike or minor irregularities and report same to a superior (observe inmate activities)
To Become a Correctional Officer

• You must be at least 18 years old
• Must possess a valid photo identification card
• Must possess a valid Social Security card or alien registration card
• Must possess a High School Diploma or General Equivalency Diploma (GED)
• Must be fluent in English
• Must pass a comprehensive screening process
• Must successfully complete a twelve-week, rigorous Training Academy
The Selection Process

- Complete an application (2 parts)
- Pass a physical fitness test
- Pass a criminal records check BCI/NCIC
- Pass written examination
- Pass background investigation
- Pass oral interview
- Pass psychological assessment
- Pass medical/drug screening
- Complete a mandatory recruit orientation program
Complete Application

• Preliminary Application
  – online or in person

• Supplemental Application
  – Completed after passing the Physical Agility Test
Components of Physical Agility – Timed Events

- Sit-Ups
- 300 meter run
- Push-Ups
- 1.5 mile run

In order to participate in the Physical Agility Test you will need to have a completed Waiver of Liability for Physical Agility Testing by your Physician. Failure to provide a completed form on your testing day will result in your inability to participate.
Physical Agility Test Demonstration Video
Sit-Ups

- **Sit Ups** – This is a measure of the muscular endurance of the applicant's abdominal and hip flexor muscles. Applicants must lie on their backs, knees bent, with fingers interlocked behind their head, heels flat on the floor. Another applicant will hold their feet down. The applicant's heels will be approximately the distance between the applicant's outstretched thumb and small finger from the buttocks. From the "down or starting" position on their back, the applicant will raise their upper body, fingers interlocked behind their head, and touch their elbows to their knees at the "up" ending position. This will be recorded as one (1) correct sit-up. Applicants will then lower themselves until their shoulder blades touch the mat. Applicants may rest only in the "up" position. The applicant score will be the total number of correct sit-ups completed in one (1) minute.
300 Meter Run – This is a measure of the applicant's anaerobic power capacity. Applicants will run 300 meters at a maximal level of effort. Time used to complete the distance will be recorded in seconds.
Push-Ups

- **Push-Ups** – This is a measure of the applicant's muscular endurance of the upper body (anterior deltoids, the pectorals and triceps). The applicant's hands are placed slightly wider than shoulder width apart, with fingers pointed forward. The administrator of the event will place one (1) sponge on the floor below the applicant's chest. Starting from the "up" position (elbows extended), the applicant must keep their back straight always and lower their body to the floor until their chest touches the sponge. The applicant then returns to the "up" position. This is recorded as one (1) correct push-up. Resting should be done only in the "up" position. The total number of push-ups with correct form completed in one (1) minute is recorded as the score.
1.5 mile run

- **1.5 Mile Run** – This test is used to measure the efficiency of the cardiovascular system and how it responds to imposed physical demand. The applicant must run or jog 1.5 miles in the shortest time possible. All scores are individually recorded.
### Physical Fitness Standards

#### MALE – 40th Percentile

<table>
<thead>
<tr>
<th>Assessment Battery</th>
<th>Age 18-29</th>
<th>Age 30-39</th>
<th>Age 40-49</th>
<th>Age 50-59</th>
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</thead>
<tbody>
<tr>
<td>1-minute push-up</td>
<td>29</td>
<td>24</td>
<td>18</td>
<td>13</td>
</tr>
<tr>
<td>1-minute sit-up</td>
<td>38</td>
<td>35</td>
<td>29</td>
<td>24</td>
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<tr>
<td>300 Meter Run (sec)</td>
<td>59</td>
<td>59</td>
<td>72</td>
<td>83</td>
</tr>
<tr>
<td>1.5-mile run (min)</td>
<td>12:38</td>
<td>13:04</td>
<td>13:49</td>
<td>15:03</td>
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</tbody>
</table>

#### FEMALE – 40th Percentile

<table>
<thead>
<tr>
<th>Assessment Battery</th>
<th>Age 18-29</th>
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</thead>
<tbody>
<tr>
<td>1-minute push-up</td>
<td>15</td>
<td>11</td>
<td>9</td>
<td>7</td>
</tr>
<tr>
<td>1-minute Sit-up</td>
<td>32</td>
<td>25</td>
<td>20</td>
<td>14</td>
</tr>
<tr>
<td>300 Meter Run (sec)</td>
<td>71</td>
<td>79</td>
<td>94</td>
<td>N/A</td>
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<tr>
<td>1.5-mile run (min)</td>
<td>14:50</td>
<td>15:38</td>
<td>16:21</td>
<td>18:07</td>
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Physical Agility Test Preparation

- Before starting an exercise program, get clearance from your healthcare provider
- Develop an exercise plan and stick to it
- Practice, practice, practice
Criminal Records Check – NCIC/BCI

- Conducted by the Rhode Island Department of Corrections Records and Identification Unit.
- This check will reveal any and all arrests/contacts with law enforcement agencies throughout the United States. Disclose all contacts with law enforcement agencies as they will be discovered. **Failure to disclose and being less than truthful shall disqualify you from the selection process.**
Written Exam

• The test is under revision and as it is completed further information will become available. We expect the written test to take place between March and May of this year.
Applicants will then undergo an extensive background investigation conducted by a member of the Rhode Island Department of Corrections regarding:

- Current and past employment record
- Education
- Criminal history/contacts with Law Enforcement
- Credit history
- Community reputation
- Military service
- Overall character
Oral Interview

• Applicants that successfully pass the physical agility assessment, written examination, and background investigation will appear before a structured oral interview board.

• The structured oral interview consists of a series of questions administered by departmental members and conducted in a fair and impartial manner.

• Applicants receive ratings for each question posed.

• Applicants will be evaluated on oral communication, interpersonal skills, effectiveness under stress as well as appearance and demeanor.

• Additional information and preparation tips are available in the Correctional Officer Applicant Success Guide.
Applicants who have successfully completed all phases of the selection process to this point may receive a Conditional Offer of Employment as either a candidate or as an alternate to participate in the Rhode Island Department of Corrections Training Academy.
Psychological Assessment

• Applicants offered a Conditional Offer of Employment are administered a written psychological examination, along with a follow-up interview by a licensed psychologist.

• All evaluations are interpreted by a licensed psychologist retained by the Department of Corrections.

• Based on the outcome of this assessment applicants may be disqualified or proceed further.
Medical/Drug Screening

- Applicants who receive a conditional offer of employment must complete a medical examination along with a drug screening.
- Applicants found to be medically qualified and pass a drug screening will be considered for participation in the mandatory Recruit Orientation Program.
The Recruit Orientation Program is a structured program required for all candidates/alternate candidates who have received a Conditional Offer of Employment. This program will commence approximately two (2) weeks prior to the start of the Rhode Island Department of Corrections Training Academy. This is a mandatory (2) two day program.

The program will focus on preparing each candidate/alternate candidate for success in the Training Academy.

A final Physical Agility Pre-Academy Assessment will be conducted during the Orientation Program. Any candidate that fails this assessment shall be dismissed from the process and their Conditional Offer of Employment shall be rescinded.

Candidates/alternate candidates will be provided with information and instruction to assist them in general readiness to attend the Training Academy and familiarization to the Department of Corrections facilities.
• A well groomed professional appearance helps to make a positive impact on interview panels

• A confident demeanor and complete honesty always helps an applicant

• Prepare yourself:
  – Get a good night’s sleep the night before the exam.
  – Eat a good breakfast, lunch or dinner before coming to the exam site.
  – Minimize distractions by insuring that you allot sufficient time to travel to the exam site, and you know exactly where to go for the exam.
Pre-Service Academy

• 12 weeks
  – Interpersonal communication skills
  – De-escalation techniques
  – Policy and procedures
  – Fire safety
  – Self-contained breathing apparatus (SCBA)
  – Use of force
  – Firearms, Self-Defense, Chemical Agents
  – Physical Training
Pre-Service Academy – What to Expect....
References

- www.doc.ri.gov
- Training Academy Webpage
  - Correctional Officer Applicant Success Guide
  - Physical Agility Test Demonstration Video
  - Waiver of Liability for Physical Agility Testing
  - Correctional Officer Candidate Handbook
  - Frequently Asked Questions
  - Class 82 Video
IMPORTANT DATES

• Application: January 9 – February 3, 2019
• Physical Fitness Test: March
• Written Exams: April/May
• Background Investigation: Follows written examination
• Oral Interviews: TBD
• Psychological Assessment: TBD
• Medical Screening: TBD
• Academy Orientation: TBD
• Academy Begins: TBD
• Academy Graduates: TBD